

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-018

OPEN TO: All interested candidates

POSITION: Project Management Assistant
Office of Economic Growth

OPENING DATE: November 08, 2012

CLOSING DATE: November 21, 2012

WORK HOURS: 40 hours/week

SALARY: (JD11,957 – JD19,731)
Position Grade Level 09

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Assistant for the Office of Economic Growth (EG). This is a Personal Services Contract (PSC) position, grade FSN-09. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

This position is located in the Office of Economic Growth (EG) under the new Development Objective 1 (DO1): Broad-based, Inclusive Economic Development Accelerated. The incumbent serves as an activity assistant for the EG program by collecting, investigating, managing, and distributing information associated with the USAID/Jordan EG strategy and objectives. The incumbent is responsible for producing and disseminating public information about the office's activities for Jordanian and American consumption to educate and promote a better understanding of USAID programs.

The incumbent is responsible for reviewing the EG Office's strategy through monitoring, analyzing, and reporting on developments that affect the EG Office portfolio. The incumbent assists the Deputy Office Director and other Team members in carrying out a full range of monitoring, administrative and information gathering and disseminating activities in support of this Development Objective. These include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

Major Responsibilities:

Project Management

The incumbent serves as a Contracting Officer's Representative (COR)/Agreements Officer's Representative (AOR) to one or more EG Office projects. This includes assisting the COR/AOR in communicating with counterparts on a daily basis, receiving and analyzing periodic performance reports, discussing the projects' implementation milestones, adherence to performance indicators relative to the managed activity to be included in the DO's overall Performance Monitoring Plan (PMP), conducting financial analysis of expenditures and consulting EG Teams on needed incremental funds, independently drafting and circulating the necessary documents needed for funding the activity, and performing all closeout procedures when the project ends.

The incumbent conducts field visits to project sites for which s/he is responsible in cooperation with the COR/AOR, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the incumbent is the alternate COR/AOR.

The incumbent is charged with providing a wide range of additional assistance to the EG CORs/AORs on an "as-needed" basis. This assistance will include support to process waivers and routine requests that support the functioning of EG Office programs.

The incumbent updates and analyzes information regarding EG projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements.

The incumbent will lead the process of compiling and producing the narrative and financial documentation for the annually produced Operational Plan which informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year.

The incumbent will lead the process of compiling and producing the narrative for the annually produced Portfolio Reviews and Performance Plan Reports which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

The incumbent will be in charge of working with the COTRs/AOTRs, the communications team and the EG Deputy Director to finalize and update success stories drafted by the EG Office and/or its programs.

Budget and Financial Management

The incumbent manages updates and reports on the DO1 budget. S/he coordinates between the Financial Management Office (FMO) and the relative COR/AOR to manage the flow of budget information. The incumbent will help the COR/AOR to analyze their projects' financial needs and to articulate the financial information into the required mission and Agency documents.

The incumbent backstops the EG team member tasked with tracking the financial position of EG activities, providing advice on forward funding, developing accrued expenditure reports, and reviewing and processing the documents for un-liquidated residual balances under contracts and other procurement instruments. S/he helps to ensure that obligations and expenditures are made in accordance with the approved financial plans. The incumbent helps to analyze reports of obligations and liquidations to ascertain conformance with the plans.

The incumbent analyzes with relative Contracting Officer's Technical Representatives (COTRs)/AOTRs their project's financial needs and helps the SO leader to articulate and reflect the financial information. The incumbent prepares budget input for the Annual Report. S/he administers the approved budget in accordance with the Agency's procedures, standards and regulations in close consultation with the SO Team Leader.

The incumbent creates a database to be able to maintain the financial tracking system for all activities under the SO. S/he develops, maintains and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to activity managers.

Project Development Assistance

The incumbent drafts a variety of project-specific documents, such as Modified Acquisition and Assistance Request Documents (MAARDs), and source and origin waivers under the Repair and Replacement Initiative. S/he provides financial information and sources of funds for procurements under the DO. S/he will draft responses to Mission management requests related to their activities as they arise. The incumbent is the designated individual for processing acquisition and assistance requests through the Global Acquisition and Assistance System (GLAAS).

The incumbent assists the SO Team Leader and technical officers in forming the independent government budget by providing updated specific cost information for new projects, and for local and contract staff.

The incumbent serves as the representative of the EG on the Mission's Media Team, and contributes to development and implementation of a media strategy for the EG portfolio. S/he attends monthly meetings representing DO1 and provides information to the Mission's website coordinator and to the Mission's outreach and communication coordinator.

The incumbent communicates with Government of Jordan (GOJ) counterparts and different contractors regularly in coordination with Mission COR/AOR's to measure their

needs and take needed actions. S/he conducts basic research on EG activities under the guidance of the Deputy Director of the EG.

The incumbent performs routine translations for correspondence, program documents and occasionally reports. S/he serves as principal interpreter at selected meetings with counterparts, which necessitate a command for technical teams' vocabulary in English and Arabic. The incumbent shares information with the Mission exists DO teams to promote cross sector synergies where possible.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Bachelor's degree in Business Administration, Finance, International Development, Accounting, and/or Economics is required.

Supporting documentation (i.e. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.

2. Three years of demonstrated and progressively responsible experience in the collection, analysis, and presentation of program results and financial data is required. Experience working on donor-funded projects is preferred.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.

1. Skills & Abilities:

- a) Must have demonstrated excellent oral communication skills. Will be expected to speak at high level events on a regular basis and will need to demonstrate a high level of tact, diplomacy, negotiation and conflict resolution skills.
- b) Must have demonstrated ability to obtain, analyze, organize, evaluate, and interpret data and draft accurate reports with minimal grammatical errors; and to develop and present briefings.

- c) Must have excellent interpersonal skills. Must have demonstrated ability to establish and maintain counterpart contacts in the host government, private sector firms, and Non-Governmental Organizations/Private Voluntary Organizations (NGOs/PVOs), and to manage and advise numerous consultants, contractors, and grantees.
- d) Must have demonstrated ability to take initiative, work independently, work under pressure, establish priorities, and exercise sound judgment for recommendations and decisions.
- e) Must have demonstrated excellent organizational/time management skills to perform work on many actions at the same time, keeping them all moving forward to completion even though each is at a different life-cycle stage with minimal supervision.
- f) Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated knowledge in searching the internet.
- g) Must have demonstrated excellent knowledge of programs related to budget development and project monitoring.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criteria in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site: http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.